



ComfortDelGro Corporation Limited

Waste Policy & Management Plans

To establish a Group Waste Policy Statement and Waste Management Plan to monitor and minimise waste production throughout the Group, and to operate within full compliance with all waste management legislation and regulations.

Scope

This Policy statement shall be applied to the ComfortDelGro ('CDG') Head Office, and all Business Units (BUs) within the Group. Any deviation from the Policy statement must be highlighted to Group Chief Sustainability & Risk Officer (GCSRO) and submitted to MD/GCEO for concurrence.

Terms and Definitions

CDG refers to ComfortDelGro Corporation Limited.

ComfortDelGro's Business Units (BUs) comprise of the following:

- ComfortDelGro Bus
- ComfortDelGro Driving Centre
- ComfortDelGro Engineering
- ComfortDelGro Insurance Brokers
- ComfortDelGro MedCare
- ComfortDelGro Rent-A-Car
- ComfortDelGro Taxi
- CDG Zig
- Moove Media
- SBS Transit
- SETSCO
- VICOM
- Australia BUs (i.e. CDC NSW, CDC Victoria etc)
- China BUs (i.e. Jilin CDG Taxi, Chengdu Taxi etc)
- Malaysia BUs (i.e. CityLimo Leasing etc)
- New Zealand (i.e. Auckland One Rail)
- UK/Ireland BUs (i.e. Metroline, CityFleet etc)

Waste Policy Statement

The ComfortDelGro Group of Companies aims to minimise waste production by employing Reduction, Re-use, and Recycling techniques at every stage of our operation whenever possible. The Group is also committed to complying with statutory and regulatory requirements.

The Group shall identify areas of waste production throughout the organisation and employ effective waste management practices to minimise the environmental impact of our operations.

The organisation will foster environmental awareness and understanding among all internal and external stakeholders to make continual improvements on our waste management practices. The waste management and recycling efforts will be communicated to the public through our Sustainability Reports and our corporate website.

Roles and Resources

The Group Sustainability Office is responsible for developing the strategy, targets and goals together with the Business Units (BUs) for Waste Management. CDG Group and its BUs shall adopt the Waste Policy and Plans to ensure consistent efforts in minimising waste production. All BUs shall adhere to the local environmental law, standards and regulations where applicable.

Communications

All levels in the organisation shall be informed of the waste management strategy and contribute towards waste minimising and recycling efforts throughout the Group.

Waste Management System

CDG Group adopts an integrated waste management system with focus on two key areas including waste minimisation and recycling (i.e. 3Rs - Reduce, Reuse and Recycling) for non-hazardous and hazardous waste. Waste minimisation practices shall be implemented and BUs shall recycle the waste when possible.

For hazardous waste, they are typically generated from the repair and maintenance of vehicles, and are collected within specific containers and removed by specialist contractors.

All BUs shall work towards waste minimization and recycling of waste by:

- Ensuring double sided printing (duplex) and greyscale is enabled as default setting
- Ensuring card-scan excess for the use of printing (mainly for overseas entities)
- Using waste paper that has been printed on one side when appropriate
- Reusing old furniture for different sites
- Placing segregated recycling bins for paper and plastic packaging materials/ bottles at easily accessible locations around its office
- Publishing electronic notices to educate and raise awareness on the 3Rs
- Monitoring waste levels on a monthly basis, with data broken down into various waste types

Reused and Recycled Waste

The industrial waste and office waste generated from our BUs operations are listed in this section. These wastes are either reused or recycled whenever possible.

Industrial waste and office general waste that are reused includes, but not limited to:

- Festive Decorative Items
- Files
- Office Furniture
- Other Reusable Waste

Industrial waste and office general waste that are recycled includes, but not limited to:

- Cans
- Florescent Tubes
- Other Recyclable Waste

Industrial waste and office general waste that are reused and recycled includes, but not limited to:

- Organic Waste
- Wooden Materials
- Mixed packaging, plastic
- Paper
- Cardboard
- Carton Boxes
- Other Reusable and Recyclable Waste

Industrial waste that are recycled includes, but not limited to:

- Aerosol Cans
- Air Filters
- Antifreeze fluids, brake fluids
- Batteries
- Concrete
- Interceptor Oily Water/ Sludge
- Oil Filters and Oily Rags
- Scrap Bumpers
- Scrap Metal
- Solvents, waste paints, varnish
- Waste Oil
- Other Recyclable Industrial Waste

Industrial waste that are reused and recycled includes, but not limited to:

- Empty Drum Containers
- Scrap Tyres
- Other Reusable and Recyclable Waste

Office general waste that are recycled includes, but not limited to:

- Electronic Waste (e-waste)
- Printer Toners
- Other General Waste

BUs generating industrial waste during business operations shall engage licensed recycling contractors for regular collection and recycling of wastes.

Staff Engagement

All staff in the organisation shall be involved in waste minimisation and recycling initiatives. To create greater awareness among staff, guidelines and circulars shall be effectively communicated throughout the organisation to ensure knowledge on the local environmental law, regulations, and how waste minimisation and recycling initiatives can be achieved in their daily routines.

Technical Steps and Roles

Plan, develop and implement waste management plan in their premises, including:

- Setting measurable performance indicators and targets
- Implementing initiatives to educate employees in the 3Rs
- Providing necessary infrastructure to encourage 3R practices in the office (i.e. recycling bins)
- Engaging recycling companies to collect recyclables on a regular basis
- Monitoring the participation of implemented 3R initiatives
- Generating progress reports in meeting goals and targets set under the programme
- Keeping management and staff informed of the progress in meeting the goals and targets for the 3R Programme

Review Action Plans

The action plans committed by various BUs shall be reviewed on a monthly and quarterly basis as follows:

- Monthly Sustainability Working Group Meetings
- Quarterly Management Sustainability Committee Meetings
- Quarterly Sustainability Committee Meetings (Board)

Review Waste Policy & Management Plans

The Waste Policy and Management Plans shall be reviewed every three years.

Updated: 14 August 2024 (Version 2)

Document Revision Record

S/N	Description of Amendment	Document Owner	Approved By	Approved Date
1	First release	Group Sustainability Office	Management Sustainability Committee	11 November 2022
2	<p>Inclusion of new business units</p> <p>Revision of waste management practices to ensure that policy initiatives are actionable and feasible</p> <p>Refinement on the clauses that indicate the environmental data that we keep track on</p>	Group Sustainability Office	Management Sustainability Committee and Sustainability Committee	14 August 2024